

# **ACPM TRAINING**

**TRISH OPHEEN**

**BOYCE ROSS**

**MARK OHLSTROM**

**STAN GEMBICKI**

**GARY ANDREW**

**ALASKA DISTRICT**

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ARMY CAREER PROGRAM MANAGERS  
TRAINING WORKSHOP**

**15-17 JULY 2008**

**BALTIMORE, MD**

HOPE THERE AREN'T ANY LOCUSTS HERE...



**TRAINING — THE KEY TO SUCCESS!**



# OPPORTUNITIES IDENTIFIED

## *T.E.A.M. CULTURE & ACPM TRAINING*

- **TRUST** – MAKE CAREER DEVELOPMENT FOR YOUR CP-18 MEMBERS A REALITY BY GETTING THE NECESSARY TRAINING TO BE A FULLY PERFORMING ACPM.
- **EXCELLENCE** – LEARN HOW TO OPTIMIZE GETTING AND KEEPING THE RIGHT FOLKS IN THE RIGHT SEATS ON THE BUS.
- **ALL ABOUT PEOPLE** – INVEST IN PEOPLE. BUILD THE BENCH. TRAIN THE TRAINER. BE TRAINED AND HELP TRAIN ACPMs
- **MOTIVATION** – A LEADERSHIP RESPONSIBILITY.



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# **TRAINING FOCUS**

## **WHAT DO ACPMS NEED TO KNOW?**

### **CAREER MANAGEMENT OVERVIEW**

- **UNDERSTAND ACPM ROLES**
  - **COUNSELOR: PROVIDE PROFESSIONAL GUIDANCE AND OFFER IDEAS FOR CAREER DEVELOPMENT**
  - **MENTOR: SERVE AS A ROLE MODEL; INSPIRE, EMPOWER AND HELP INDIVIDUALS AND TEAMS TO LEARN; HELP OTHERS APPLY LEARNING TO ACCOMPLISH CAREER GOALS.**
  - **COACH: INSPIRE AND ENCOURAGE EMPLOYEES TO UNLOCK THEIR GREATEST POTENTIAL; SERVE AS PERSONAL RESOURCE AND ADVOCATE.**
  - **LEADER: MOTIVATE AND SET DIRECTION; ESTABLISH GOALS**



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# ACPM KNOWLEDGE BASE

- **ADVERTISE & RECRUIT FOR NEW HIRES**
- **DEVELOP & RETAIN QUALITY PERSONNEL**
- **AND THE ROLES OF:**
  - **EMPLOYEE – IN CHARGE OF OWN CAREER**
  - **FIRST LINE SUPERVISOR – MENTORING/COACHING**
  - **MID LEVEL MANAGERS – RESOURCE PROVIDERS**

**ACPM TRAINING IS FOCUSED ON ENHANCING THE SKILL SETS OF THE OTHER FOLKS ON THE TEAM!**



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# TRAINING FOR ACPMS

**BAD!**

- “GO READ AR 690-950 AND ARMY PAMPHLET 690-950”

**GOOD?**

- ACPM CONFERENCES
- FORMER PROSPECT COURSE 361
  - INTENSIVE TRAINING, BUT
    - DIFFICULT TO FIND TIME FOR WEEK-LONG COURSE
    - HARD TO KEEP UPDATED WITH TODAY’S RAPID PACE OF CHANGE
    - ACPMS ARE SENIOR EMPLOYEES WHO MAY PREFER A MORE EXPERIENTIAL FORMAT



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# TRAINING FOR ACPMs

## **...TO GREAT**

- **PROMOTE USE OF BEST PRACTICES TO ACCOMPLISH ACPM OBJECTIVES**
- **HOW? MULTIMEDIA TRAINING**
  - **ON-DEMAND, REAL-TIME ACCESS TO KEY INFORMATION**
  - **AUGMENTED WITH PEER-TAUGHT WORKSHOPS**
  - **FORMAL MENTORING FOR NEW ACPMs**



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# THREE LEGS

## 1. ON-LINE 24/7 ACCESS TO INFORMATION

- CP-18 CAREER MANAGEMENT GUIDE
- ACTEDS PLAN
- UPDATED COURSE 361 MATERIAL
- ACPM COP SITE WITH CHAT CAPABILITY



## 2. WORKSHOPS

- IN CONJUNCTION WITH ACPM CONFERENCE
- MULTIPLE SESSIONS/TRACKS IN ONE DAY
- TAUGHT BY EXPERIENCED ACPMs AND SELECTED SMES

## 3. FORMAL MENTORING FOR NEW ACPMs BY EXPERIENCED ACPM



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# **1 - ON-LINE RESOURCES**

- **ULC WILL GATHER & PROVIDE ACCESS TO RELEVANT REFERENCES & RESOURCES**
- **INFORM ACPMs & ESTABLISH BATTLE RHYTHM**
- **EXAMPLE TOPICS**
  - **ACTEDS FUNDING**
  - **SCHEDULE OF UPCOMING COMPETITIVE OPPORTUNITIES (E.G. PLANNING ASSOCIATES PROGRAM, ADVANCED CIVILIAN SCHOOLING)**
  - **BEST PRACTICES VETTED THROUGH ACPM COP AS WORTHWHILE TO SHARE**
  - **SLIDES FROM ACPM WORKSHOPS (E.G. EMPLOYEE RETENTION)**



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# RETAINING EMPLOYEES?



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# **2 - WORKSHOPS**

- **BEST PRACTICES AND LESSONS LEARNED DISCUSSION**
  - **ANNUAL OPPORTUNITY TO SHARE WHAT WE KNOW, WHAT WE LEARNED, WHAT WE'RE LEARNING**
  - **ACPMs IN AREA OF EXPERTISE LEAD DIALOGUES IN SMALL GROUP FORUMS**
- **SUBJECT MATTER EXPERTS (E.G. PAO, HR, PRIVATE INDUSTRY) INVITED TO PRESENT FOCUSED, RELEVANT TOPICS**
- **FLEXIBLE CONTENT TO MEET YOUR TRAINING NEEDS – YOU DETERMINE WHAT TOPICS WILL BE TAUGHT; SOME TOPICS WILL BE SCHEDULED ON A RECURRING BASIS**



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# **WHAT YOU WANT TO KNOW WORKSHOPS**

- **EXAMPLE TOPICS**
  - **BRAND RECOGNITION & LEVERAGING OPPORTUNITIES TO ATTRACT NEW EMPLOYEES**
  - **ACCELERATED PROMOTION PLANS**
  - **CAREER MANAGEMENT OVERVIEW & RESPONSIBILITIES**
  - **ENHANCING TECHNICAL COMPETENCY IN YOUR ORGANIZATION**
  - **EMPLOYEE RETENTION**
  - **GETTING THE RIGHT PEOPLE ON THE BUS**



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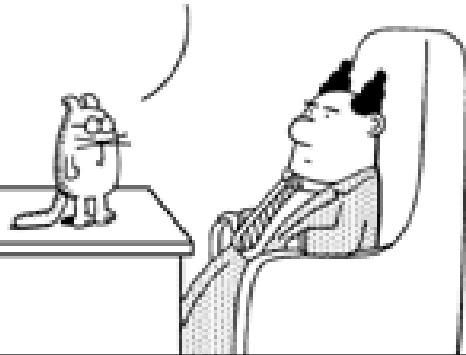
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# HIRING THE RIGHT PEOPLE?

WE DON'T PAY  
ENOUGH TO ATTRACT  
QUALIFIED EMPLOYEES.



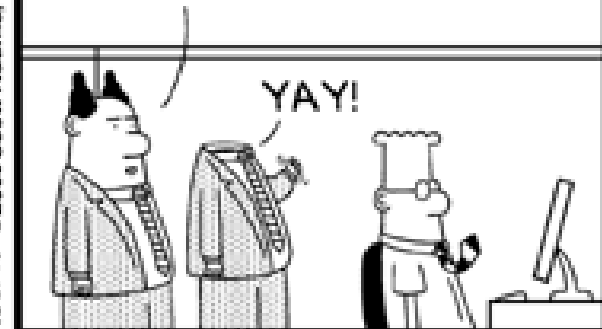
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NO PROBLEM. I'LL  
HIRE UNQUALIFIED  
PEOPLE WITH GOOD  
ATTITUDES AND  
TRAIN THEM.



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DILBERT,  
WHEN YOU GET  
A SECOND, TRAIN  
THIS GUY.



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# 3 - ACPM MENTORS

- **TALKING TO A REAL HUMAN!**
- **ASSIGN EXPERIENCED ACPMs TO MENTOR NEW FOLKS**
- **SHARE INFORMATION, LESSONS LEARNED, RESOURCES**
- **CAPITALIZE ON NEW ACPM FRESH PERSPECTIVE**
  - **FEEDBACK INTO ACPM COP, INFLUENCE WORKSHOPS**



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# **ACPM MENTORSHIP PROGRAM**

- **COORDINATED THROUGH OFFICE OF CP-18 FUNCTIONAL CHIEF'S REPRESENTATIVE**
  - *THAT WOULD BE BOB SLOCKBOWER AND HIS CP-18 TEAM*
- **AVAILABLE TO ALL NEW ACPMs**
  - *THAT WOULD BE SOME OF YOU... MAYBE ALL OF US WITH ALL THE CP-18 INITIATIVES*
- **NOT MANDATORY, BUT ENCOURAGED**
  - *LIKE MOST MENTORING ARRANGEMENTS – BOTH PARTIES BENEFIT!*



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# **BUT WHEN?**



## ***Now!***

- **GATHERING SUGGESTIONS FOR NEXT YEAR'S WORKSHOP TOPICS**
- **BREAKOUT SESSIONS ON ACPM TRAINING COURSES – GIVE FEEDBACK HERE AND I**

## ***Soon!***

- **ACPM MENTOR PROGRAM STARTING NEXT MONTH (RIGHT BOB?)**

## ***Not too distant future!***

- **ON-LINE TRAINING READY EARLY FY09 (RIGHT GARY?)**
- **ACPM COP ACTIVE**



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# **WHAT'S NEXT**

- **BREAKOUT SESSIONS**
  - **TRAINING**
    - **TRISH OPHEEN/BOYCE ROSS**
  - **COMMUNICATION**
    - **MARK OHLSTROM/STAN GEMBICKI**



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# HOW CAN YOU HELP?



- **PROVIDE USEFUL RESOURCES FOR POSTING TO THE ON-LINE TRAINING FORUM**
- **SUGGEST TOPICS FOR WORKSHOPS**
- **VOLUNTEER TO TEACH A WORKSHOP**
- **OFFER TO MENTOR A NEW ACPM OR BE MENTORED**



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